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UNCLASSIFIED		CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/Review Staff/OP - 1006 Ames Bldg.		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Attached for your personal prior to the next SIA SIP meeting, scheduled for 14 July 78 at 1400 hours in the SA Conference Room (7A-52 rms.) are the following items: (1) Suggestions from Panel members; (2) Problems identified by various career services; (3) Revised PART of Career Preference outline; (4) PART paragraph on "Training" to be incorporated into criteria; (5) Revision page 5 of criteria to include for consideration three new items: (a) dependability; (b) Work over pressure; and (c) Specific FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			(NV6A)E
Executive Secy, SIA			7-1178

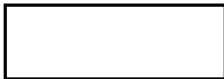
9 June 1978

Suggestions for DDA SSP criteria:



Under criteria include sentence under "Mobility" ... "overseas availability plus other buildings within metropolitan area."

Under precepts -- add "dependability".



Under precepts for "performance" and "potential" there may be overlap between "leadership" and "supervisory" (under potential).

9 June 1978

Suggested additions to DDA SENIOR SECRETARIAL PANEL (SSP) draft policy paper:

Suggest addition of a comment in para III after sub-para 5 relating to low ranking criteria, (low 3% for two successive years may be considered for dismissal). *for poor performance*

Under IV. GUIDELINES FOR EVALUATION, (6), para 1, suggest inserting DDA Clerical Coordinator in blank.

Para 2. The DDA Sub Groups will identify their first ranking GS-07, accompanied by supporting documentation such as listed in para IV. (1) through (5). The SSP will choose the best candidate from among those nominated.

V. Promotion Criteria

The top ranking secretaries in each grade will be considered for promotion within the headroom available. There will be a direct correlation between assignments to positions with headroom and promotion.



OP/EGC/PMCD

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